

## PROGRAM PARTICIPATION – FILE UPLOAD

## SETUP OF PROGRAM PARTICIPATION FILES (METHOD 1)

Using your local Student Information System, select the correct extract file for the Program Participation data using the instructions provided by your Vendor.

Save the file to your desktop, or another convenient location.

If the file is in an Excel format, open the file, verify that the columns are formatted correctly (leading zeros where appropriate), and change the *Save as Type* to Text (Tab delimited)(\* .txt).

The file name should be the **LE number** (without leading zeros), *underscore*, **date** (without punctuation), **period** (.), and the extension **tsv**.

**\*HINT:** To format columns requiring zero padding (*Start Status*, *Grade Level*) highlight the column and right click. Select **Format Cells**. On the *Number* tab, click **Custom**. Enter 0# (number zero and pound sign). Click **OK**.

*123 01012007.tsv*

If the file is in a Text (Tab delimited format), open the file and verify column formats, including *Record Type*, *LE Number*, and *School Code*.

Save the file using the file name format indicated above.

Open the \*.tsv file and insert the Header Row:  
**HD** *tab* **Date** (MM/DD/YYYY) *tab* **Hour**  
 (HH:MM:SS) *tab* **Version** (MT1.3)

Save the file and return to the AIM system.

HO	09/01/2007	12:00:00	MT1_3					
PP	9390	9399	1	Roberts Julia	014876951	1	F	N
PP	9390	9399	1	Gore Richard	258712490	2	F	N
PP	9390	9399	1	Spears urfney	972730466	3	N	N
PP	9390	9399	1	Lopez Jennifer	935720284	4	R	N
PP	9390	9399	1	Johnson	Scarlett	462234215	S	N
PP	9390	9399	1	Lane plane	1989046167	13	F	N
PP	9390	9399	1	Russell kurt	785644940	14	N	N
PP	9390	9399	1	Wayne John	958490639	16	N	N
PP	9390	9399	1	Cotner Kevin	128180341	17	R	N
PP	9390	9399	1	Pfeffer	Michelle	182382568	18	F
PP	9390	9399	1	Woods Tiger	83532709	36	N	N
PP	9390	9399	1	Moss	97777070	100	N	N
PP	9390	9399	1	Fanning Elle	22155369	101	N	N
PP	9390	9399	1	Agazzi Andre	924907764	102	F	N
PP	9390	9399	1	Short Martin	149991325	105	N	N
PP	9390	9399	1	Montalban	Ricardo 194241064	104	N	N
PP	9390	9399	1	McLuride Martina	851044103	105	N	N
PP	9390	9399	1	Armstrong	Laurie	73558471	106	N
PP	9390	9399	1	Irwin Terri	428398359	107	F	N
PP	9390	9399	1	Zsa Zsa Gaber	266781490	108	N	N
PP	9390	9399	1	Coryellus	Richard 72349638	109	N	N
PP	9390	9399	1	Anderson	Pamela 204980830	110	N	N
PP	9390	9399	1	Riley Pat	417080156	111	R	N
PP	9390	9399	1	Rawcett Sarah	393948580	113	N	N
PP	9390	9399	1	Field Sally	738717228	114	R	N
PP	9390	9399	1	davis sammy	210761232	115	N	N
PP	9390	9399	1	Connelly Sean	702199940	116	R	N



### PROGRAM PARTICIPATION – FILE UPLOAD

#### SETUP OF PROGRAM PARTICIPATION FILES (METHOD 2)

In the AIM system, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

Select **MT Extracts**.

Under *Extract Options*:

- *Extract Type*, select Program Participation
- *Format*, select CSV.

Under *Select Calendars*, check *list by year*.

Choose the 07-08 calendar and the school(s) to extract.

Click **Generate Extract**.

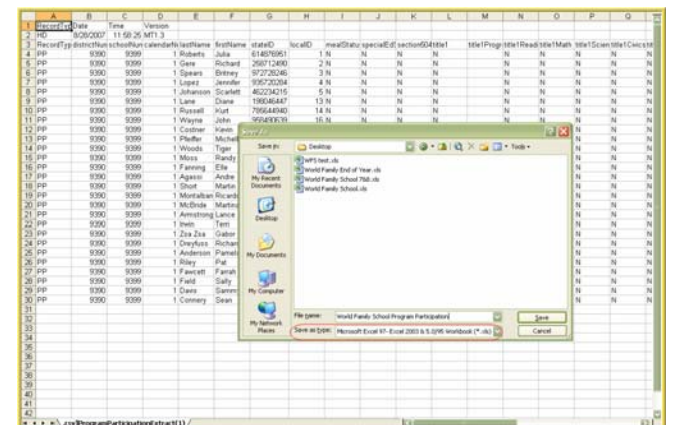


Open the file when prompted.

Select **File, Save As**.

Select Excel (\*.xls) from the *Save as Type*.

Name the file and save to the desktop (or another convenient location).





# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

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#### SETUP OF PROGRAM PARTICIPATION FILES (METHOD 2)

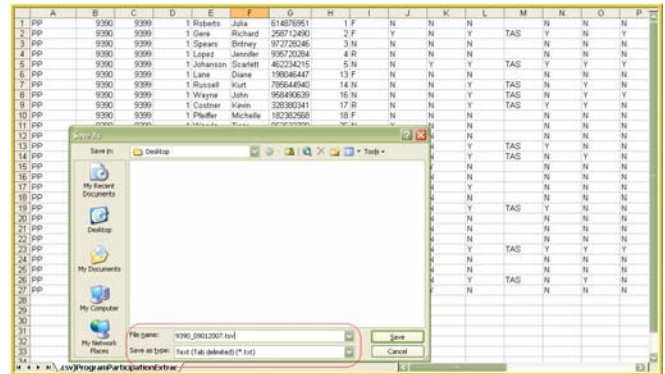
Enter the Program Participation information into each student's data line using the appropriate codes (see File Specifications).

Delete the 3 Header Rows.

Click **File, Save As**.

Select *Text (Tab delimited) (\*.txt)* from the *Save as type*.

Name the file as indicated above and exit without saving changes.

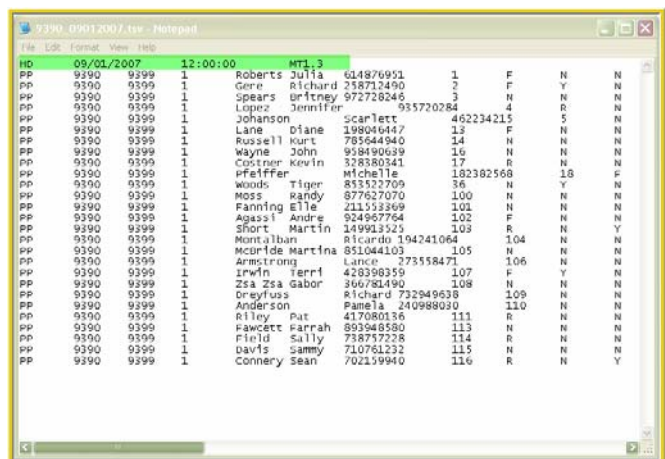


Open the \*.tsv file.

Insert the Header Row:

**HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT1.3)**

Save the file and return to the AIM system.





### PROGRAM PARTICIPATION – FILE UPLOAD

#### UPLOADING PROGRAM PARTICIPATION FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

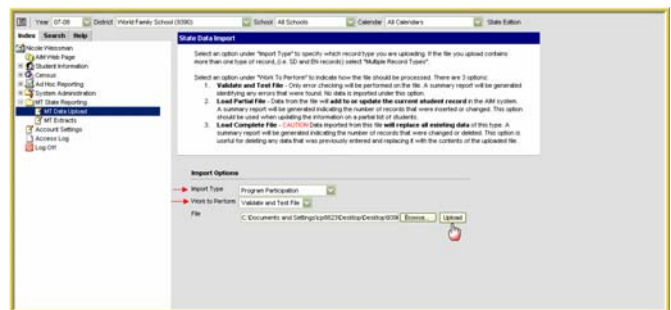
Select **MT Data Upload**.



From *Import Type*, select *Program Participation*.

From *Work to Perform*, select *Validate and Test File*.

**Browse** for the file and click **Upload**.



An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change the *Work to Perform* to *Load Partial File*.

Click **Upload**.





### PROGRAM PARTICIPATION – FILE UPLOAD

#### VERIFYING PROGRAM PARTICIPATION DATA

Expand the **Ad Hoc Reporting** outline by clicking on the plus (+) sign.

Select **Data Export**.

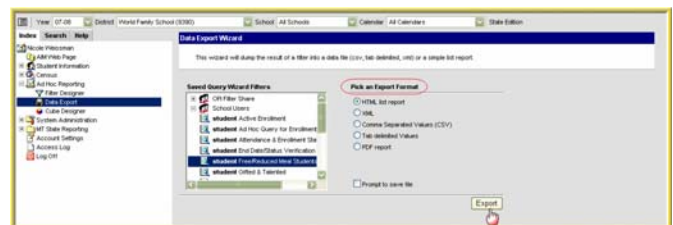


Expand the *School Users* filter share.

Select one of the filters to view.

Select an *Export Format*.

Click **Export**.



If there are errors in the data, return to the student's enrollment record and make changes:

Expand the **Student Information** outline by clicking on the plus (+) sign.

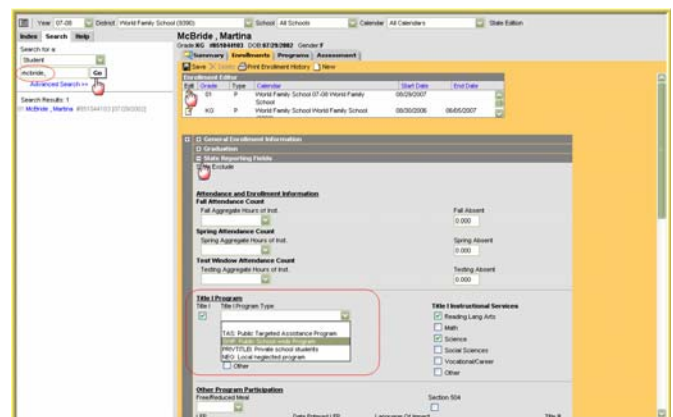
Select **General**.

Type in the name of the student and click **Go**.

Click on the **Enrollments** tab and open the student's enrollment record by clicking on the **Edit** notepad icon.

Expand the **State Reporting Fields** and/or **Special Ed Fields** window and make the changes to the student record.

Click **Save**.







## PROGRAM PARTICIPATION – FILE UPLOAD

### PROGRAM PARTICIPATION DATA ELEMENTS

Program Participation information is linked to a student's enrollment record. Program Participation information is entered at the beginning of the school year and updated as the information changes. Final changes should be made during the CRT test window collection.

The information contained in this Quick Reference Guide is a summary of the data in the AIM Data Dictionary. Please see that document for full reference to the data element listed.

### TITLE I PROGRAM INFORMATION

DATA ELEMENT	VALIDATION	DEFINITION
Title I	If the student is participating in a Title I program, or the school is designated as a School-Wide Title I, check box.	Shows the student's participation in a Title I program or the school's participation in a School-Wide Title I program.
Title I Program Type	A Program Type must be selected if Title I is checked.	Designates the type of Title I program the student, or school, participates in.
Title I Instructional Services	If Title I is checked, the student must have at least one Instructional Service or Support Service checked.	Indicates the type of Title I Instructional Service the student receives <b>or</b> the type of Title I Instructional Services the school provides with Title I funds.
Title I Support Services	If Title I is checked, the student must have at least one Instructional Service or Support Service checked.	Indicates the type of Title I Instructional Service the student receives <b>or</b> the type of Title I Instructional Services the school provides with Title I funds.

**If a student's Title I Participation changes end the student's current enrollment record and create a new one.**

### OTHER PROGRAM PARTICIPATION INFORMATION

DATA ELEMENT	VALIDATION	DEFINITION
Free/Reduced Meal		The student's eligibility for free/reduced lunch. Once a student is determined eligible at any point in the school year, they are considered eligible for the entire school year.
Section 504		A plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra curricular activities.



### PROGRAM PARTICIPATION – FILE UPLOAD

DATA ELEMENT	VALIDATION	DEFINITION
LEP Status	If LEP Status is indicated for a student, Date Entered LEP and Language of Impact must be indicated. Title III may also be indicated if the school is participating.	A student whose native language is not English or the environmental language impacts a student's English proficiency and the student has been identified as Limited English Proficient (LEP) by a school district.
Date Entered LEP	Must be entered if the student has an LEP Status.	Date the student was assessed or evaluated and determined to be Limited English Proficient.
Language of Impact	Required if student has an LEP Status.	The language that impacts a student's English proficiency.
Title III	Cannot be checked unless a student is identified as 01: Current LEP.	A grant program that assists school in delivering services to Limited English Proficient students.
Immigrant	If Immigrant is checked, Date Immigrant Entered US School is required.	A student not born in the US who has not attended a US school for at least three full academic years.
Date Immigrant Entered US School	Required if Immigrant is checked.	The first date of attendance in a US school for an immigrant student.
21 <sup>st</sup> Century Participant	If a student participates at any time during the year this box should be checked.	A grant program to provide academic enrichment opportunities for children, particularly in high-poverty and low-performing schools.
Foreign Exchange		A student that maintains residency and citizenship in a foreign country and is a student qualified to pursue a full course of study in the US.
Gifted/Talented		Children of outstanding abilities who are capable of high performance and require differentiated educational programs beyond those normally offered in public schools.
Homeless	If Homeless is checked Homeless Night Time Residence, McKinney-Vento and Unaccompanied Youth must be indicated.	A homeless student is a student that lacks a fixed, regular, and adequate night time residence according to the McKinney-Vento Act.
Homeless Night Time Residence	A Homeless Night Time Residence must be indicated for any student identified as Homeless.	The type of night time residence for homeless students.



### PROGRAM PARTICIPATION – FILE UPLOAD

McKinney-Vento	Cannot be checked unless a student is marked as Homeless.	A federal grant that assists school districts in meeting the requirements of equal access to the educational and other services of the school system
Unaccompanied Youth	Cannot be checked unless a student is marked as Homeless.	Refers to a youth not in the custody of a parent or guardian.
<b>SPECIAL EDUCATION FIELDS</b>		
<b>DATA ELEMENT</b>	<b>VALIDATION</b>	<b>DEFINITION</b>
Special Ed Status		A student having an individualized Education Program (IEP) and is receiving services.